

FISCAL YEAR 2021 OPERATING BUDGET CALENDAR CHARLES COUNTY, MD

(Adopted September 24, 2019)

<u>Time Line</u>	<u>Action</u>
October 31, 2019	Elected Officials / Agencies receive Operating Budget Request Forms. County Departments are provided either budget forms or on-line access to the budget software for operating requests. Performance Measurements file sent to departments.
December 4, 2019	County Department and Elected Officials / Agencies requested budgets and Performance Measurement files are returned to Fiscal and Administrative Services / Budget Division.
February 28, 2020	Board of Education and CSM Operating Budget Requests due.
March 17, 2020	Budget Work Session – Enterprise Funds (Operating and Capital)
March 24, 2020	Budget Work Session - General Fund Revenue Outlook
March 31, 2020	Budget Work Session - Fees & Charges
April 7, 2020	Budget Work Session - General Fund
April 7, 2020	Public Hearing - Operating and Capital Budgets
April 21, 2020	Budget Work Session - General Fund
April 28, 2020	Budget Work Session - General Fund & Special Revenue Funds
April 28, 2020	Public Hearing - Constant Yield Tax Rate
May 5, 2020	Budget Work Session - General Fund and Recap of All Budgets
May 12, 2020	General Fund Tax Rates & Budget Adoption Budget Adoption of All Other Funds <i>Pending finalization of Governor's signing or vetoing State Bills</i>
May - July	Approved Budget Book prepared

FISCAL YEAR 2021

CAPITAL IMPROVEMENT PROGRAM BUDGET CALENDAR

CHARLES COUNTY, MD

(Adopted September 24, 2019)

<u>Time Line</u>	<u>Action</u>
September 9, 2019	Capital Improvement Program (CIP) forms sent to County Departments and Agencies.
September 30, 2019	Governmental CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 8, 2019	Enterprise Fund CIP requests are returned to the Department of Fiscal & Administrative Services / Budget Division. Operating Impact requests are sent to the Department of Public Works.
October 15, 2019	General Government CIP operating impact forms are returned from the Department of Public Works.
October 22, 2019	Enterprise Fund CIP operating impact forms are returned from the Department of Public Works.
November/December	CIP review with County Administrator and Departments.
November 5, 2019	Budget Work Session: Preliminary Board of Education (BOE) capital budget request review with the County Commissioners and BOE to meet State deadline submission. Forward County Commissioner Letter Of Support to Interagency Committee for School Construction (IAC) for Board of Education CIP. <i>(Letter due to IAC on November 27, 2019)</i>
March 17, 2020	Budget Work Session – Enterprise Funds (Operating and Capital)
March 24, 2020	Budget Work Session – General Fund CIP review
March 31, 2020	Budget Work Session – General Fund CIP review
April 7, 2020	Public Hearing on CIP
May 5, 2020	Budget Work Session - Recap and final review of the FY2021-2025 CIP
May 12, 2020	Formal Adoption <i>Pending finalization of Governor's signing or vetoing State Bills</i>